



# Clark County Department Of Building & Fire Prevention

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## Guidelines for Preparing Special Inspection Procedures

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An agency may use the following guidelines in preparing special inspection procedures. Each special inspection procedure must contain the following information.

### Information that may be included within the Quality Systems Manual (QSM) for each special inspection item:

- Inspection and testing personnel minimum qualifications
- Documentation of inspection or testing activities
  - Complying items
  - Non-complying items
  - Resolution of non-complying items
- Calibration and/or verification records
  - Name of equipment
  - Calibration and maintenance
    - Frequency of calibration
    - In-house calibration procedures and calibration records.
    - Third-party calibration firm and calibration records.

### Information that must be included within the procedures for each special inspection item:

1. Name, purpose, scope and corresponding number of inspection or testing service item.
2. Reference documents:
  - 2.1 Codes
  - 2.2 Standards
  - 2.3 Other
3. General breakdown of inspection or testing procedure, or flowchart depicting tasks associated with inspection or testing procedure.
4. Required equipment to be used during the course of inspection or testing.